



Army National Guard

Final

DD Form 1351-2 Settlement Voucher Requirements Checklist



The following checklist was designed to assist ARNG Soldiers serving in contingency operations to prepare/assemble their final DD Form 1351-2 travel settlement voucher. Soldiers should ensure that their voucher is completed correctly, and all required documents are attached (in the order listed). After completion, all Soldiers will have their supervisor review and sign the travel voucher before mailing/faxing the document to Contingency Travel for payment. Failure to comply will result in your travel voucher being returned to you for corrective action, which will delay payment.

- ☐ DD Form 1351-2 (Travel Voucher or Sub Voucher)
- ☐ DD Form 1351-2c (Continuation sheet, Travel Voucher or Sub Voucher), if required.
- ☐ Block 1, **PAYMENT:** must be completed. EFT must be checked.
- ☐ If split amount is checked, it is mandatory to have a dollar amount.
 - NOTE: If the government travel card was used, split disbursement is mandatory
- ☐ Make sure the address information is correct. This is where the advice of payment will be sent.
- ☐ Make sure a valid phone number and email address are provided in the appropriate blocks.
- Be sure your Individual Mobilization orders are attached (Orders bringing you on active duty).
 - NOTE: Be sure you include all amendments if applicable.
- Be sure your Temporary Change of Station (TCS) orders are attached.
 - NOTE: Be sure you include all amendments if applicable.
- Be sure your DD Form 1610s/Format 400 TDY orders are attached.
 - NOTE: Be sure you include all amendments if applicable.
- Statement of Non-Availability (SNA) or control number. (if requesting reimbursement for commercial meals or lodging) if applicable.
- Receipts (Lodging, airfare, etc and/or anything claimed that is over \$75.00, requires a receipt, and must be authorized on orders).
- DA Form 31 Request and Authority for Leave.
- DD Form 214 Certificate of Release or Discharge From Active Duty, and/or REFRAD order.
- Sign and date blocks 20 a & b. The voucher cannot be signed/dated until completion of travel. Blocks 20 c & d must be reviewed and signed by the commander or authorized representative. The voucher cannot be signed/dated until completion of travel.

*****KEEP COPIES OF ALL VOUCHERS, ORDERS, FORMS, AND RECEIPTS*****

After all actions have been completed and the Soldier has returned to his residence after demobilization, they can mail or fax their settlement voucher with all substantiating documents to:

DFAS-IN/Contingency Travel
Dept. 3900
8899 E. 56th St.
Indianapolis, IN 46249-3900
FAX: Commercial (317) 510-4351

If you develop a travel voucher related problem that continues to be unresolved, contact the ARNG Pay Ombudsman at toll free 1-877-ARNGPAY, or by email at ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL



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DD Form 1351-2 Settlement Voucher Supervisor's Checklist



Requirement: All DD Form 1351-2 packets must be reviewed for accuracy and completeness, IAW the DODFMR Vol 9, after completion of travel. After the voucher is reviewed, sign and date blocks 20c & d prior to mailing/faxing to the Contingency Travel Office (CTO). This should be accomplished immediately upon arrival at home station.

User: The reviewer is the Commander or someone designated by the Commander to review the vouchers.

Purpose: This checklist pertains to the latest version of the DD Form 1351-2 and should be completed by the reviewer to ensure travel settlement voucher claims are proper, complete, and in compliance with the intent of the order. Reviewer's signature does not constitute approval of items requiring an approving officer's signature.

- ☐ The DD Form 1351-2 must be completed in ink, typewriter or computer generated.
- ☐ Block 1, **PAYMENT:** has the EFT block been checked ?
- ☐ If split disbursement is checked, a dollar amount must be indicated.
 - NOTE: If the government travel card was used , split disbursement is mandatory.
- ☐ Make sure the address information is correct. This is where the advice of payment will go.
- ☐ The **ITINERARY SECTION:** Does block 15 have all dates, location, means/mode of travel and reason for stop(s)?
- ☐ If POC travel is used, make sure block 16 is checked.
- ☐ Are the reimbursable expenses claimed authorized? There must be receipts for those that apply.
- ☐ Do all expenses \$75.00 and over have a receipt?
- ☐ Is a Statement of Non-Availability or control number included in the packet when claiming commercial meals and/or lodging? This document must be signed by the installation commander of the duty location.
- ☐ Has the Soldier signed and dated blocks 20 a & b?
- ☐ Do blocks 20 c & d have the reviewer's signature and date?
- ☐ Does the packet include the Individual Mob orders?
 - NOTE: Be sure you include all amendments if applicable.
- ☐ Does the packet include the TCS orders?
 - NOTE: Be sure you include all amendments if applicable.
- ☐ Does the packet include any TDY orders format 400/DD Form 1610s?
 - NOTE: Be sure you include all amendments if applicable.
- ☐ If the voucher is a final, does the packet contain a DD Form 214 and or REFRAD?

Common Errors which result in unpaid claims:

- Missing or incomplete orders.
- Itinerary incomplete, illegible, block 15 missing dates, locations, means/mode of travel, reason for stop(s).
- Block 16 not checked if claiming mileage.
- Illegible documents.
- **Claimant Signature, Date, Supervisor Signature, Date:** Blocks 20 a, b, c, d.